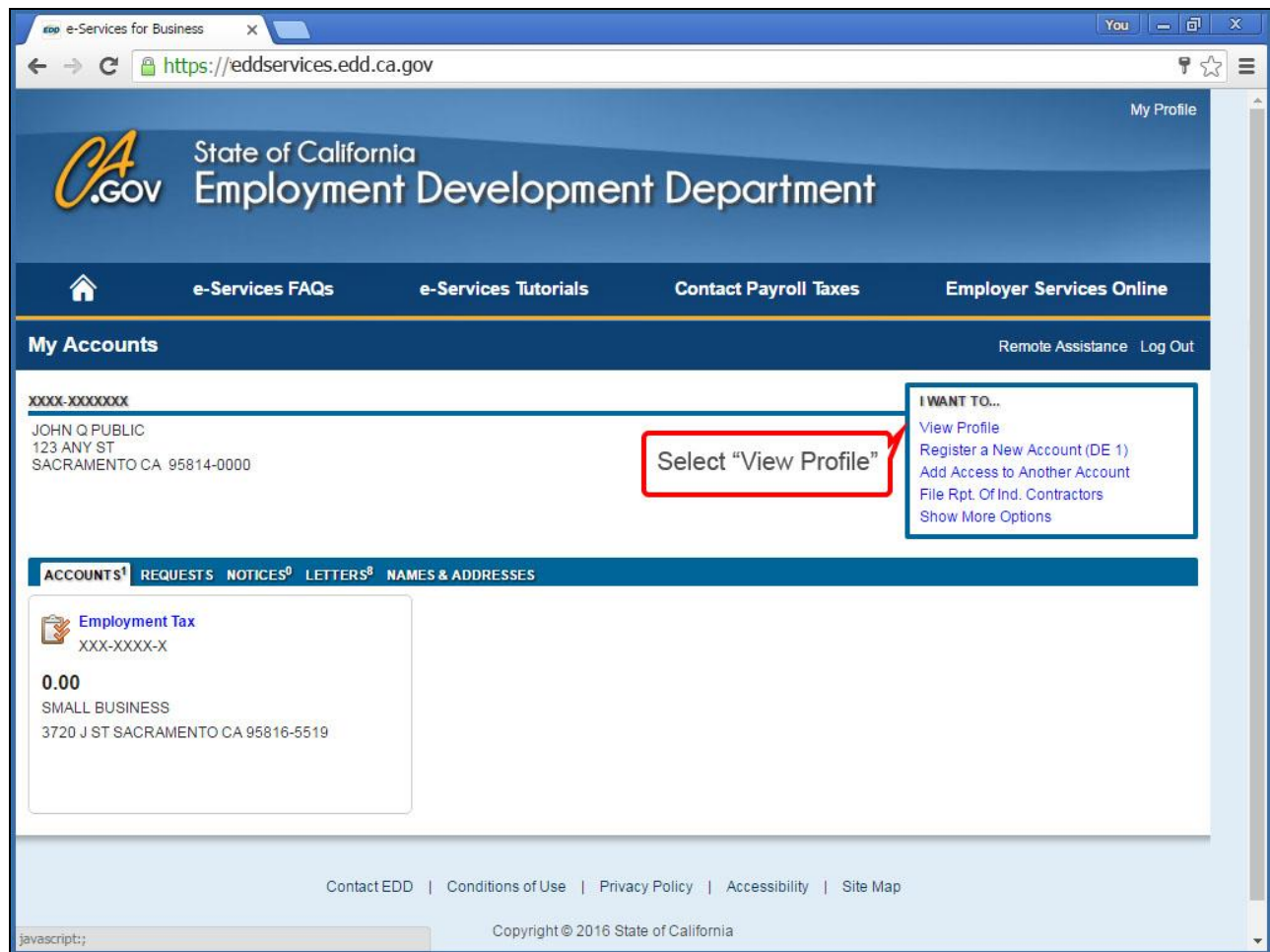

I Want to Set up Stored Bank Account Information

Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial will show you how to set up and store bank account information in e-Services for Business.



Slide notes

We will begin at the e-Services for Business home page. Select “View Profile” under the “I Want To...” menu.

The screenshot shows the EDD e-Services for Business portal. The user is logged in as 'John Public'. The 'MY ACCOUNTS' tab is selected, and the 'Account Payment Sources' subtab is active. A red box highlights the 'Setup' link in the 'Payment Source' column of the table.

PROFILE

Web Name : John Public
Phone 1 : +1 9165551212
E-mail : JPublic@xxxx.com
Question :

MY ACCOUNTS OTHER ACCOUNTS MANAGE LOGINS

Account Payment Sources Other Payment Options

MANAGE DEFAULT PAYMENT INFORMATION FOR EACH ACCOUNT

Name	Account ID	Account Type	Source Name	Payment Source
SMALL BUSINESS	XXX-XXXX-X	Employment Tax		Setup

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Slide notes

With the “My Accounts” tab and “Account Payment Sources” subtab already selected, select the “Setup” hyperlink. This is where you add, edit, and delete bank account information to make payments.

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page header includes the CA.Gov logo and the text "State of California Employment Development Department". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area is titled "Profile" and "Payment Source". It displays a form for a "SMALL BUSINESS" with "Employment TaxXXX-XXXX-X". The form includes a "PAY TO THE ORDER OF" field with the value "Employment Development Department". Below this, the "Source Name" field is highlighted with a red box and contains the text "My Bank Account". The "Bank Account Type" field is a dropdown menu with "Required" below it. The "Routing Number" field is marked as "Required". The "Account Number" field is marked as "Required". The "Confirm Account Number" field is marked as "Required". At the bottom right of the form are "Save" and "Cancel" buttons.

Slide notes

In the "Payment Source" window, enter a source name for the bank account. For this example we are going to name it "My EDD Employer Bank Account."

State of California
Employment Development Department

My Accounts » Profile

Profile

Payment Source

SMALL BUSINESS
Employment TaxXXX-XXXX-X

PAY TO THE ORDER OF Employment Development Department

Source Name
Checking
Savings

Routing Number Required

Account Number Required

Confirm Account Number Required

Save Cancel

Slide notes

In the "Bank Account Type" field, use the drop down menu to select between "Checking" or "Savings."

State of California
Employment Development Department

My Accounts » Profile

Profile

Payment Source

SMALL BUSINESS
Employment TaxXXX-XXXX-X

PAY TO THE ORDER OF Employment Development Department

Source Name
My EDD Employer Bank Account

Bank Account Type Routing Number Account Number Confirm Account Number

Checking

Select "Save"

Save Cancel

Slide notes

Then enter the correct routing number, account number, and then re-enter the account number in the "Confirm the Account Number" field. When completed, select "Save."

State of California
Employment Development Department

My Accounts » Profile

PROFILE

Web Name : John Public
Phone 1 : +1 9165551212
E-mail : JPublic@xxxx.com
Question :

I WANT TO...
Cancel my Online Access

MY ACCOUNTS OTHER ACCOUNTS MANAGE LOGINS

Account Payment Sources Other Payment Options

MANAGE DEFAULT PAYMENT INFORMATION FOR EACH ACCOUNT

Name	Account ID	Account Type	Source Name	Payment Source
SMALL BUSINESS	XXX-XXXX-X	Employment Tax	My EDD Employer Bank Ac	MIDDLEFIELD BANKING CO - 3456

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Slide notes

This stored payment information will now be the default payment source for all payments made within e-Services for Business. You will still have the option to manually enter payment information if you choose to use one different than the stored payment information. Select “My Accounts” to go back to the e-Services for Business home page.



Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to store payment information on e-Services for Business. Be sure to view our other tutorials demonstrating how to file a return, make a payment, and the many other actions available in e-Services for Business. Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.